

# **Urgent Business Authorization**

Subject: URGENT - Emergency Business Authorization

Dear [Recipient],

Due to unforeseen circumstances, I am unable to personally handle an urgent business matter requiring immediate attention. I hereby grant emergency authorization to [Authorized Person's Name] to act on my behalf.

Emergency Details:

Nature of Emergency: [Brief description]

Required Action: [Specific actions needed]

Time Sensitivity: [Deadline/urgency level]

This emergency authorization covers:

- Immediate decision-making within the scope of this specific issue
- Signing time-sensitive documents
- Making urgent payments up to [Amount Limit]
- Coordinating with relevant parties

Please note this is a temporary authorization valid only until [End Date] or resolution of the emergency situation.

Your prompt cooperation is greatly appreciated.

[Your Name]

[Your Signature]

[Date]

[Contact Information for verification]

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